



Agency Coordinator Roles and Responsibilities

- Communicates information about the MoRE Program to
 - Agency Directors
 - Deputy Directors
 - Division & Deputy Division Directors
 - HR Director
 - All agency employees as appropriate
- Serves as the liaison between the agency and the OA system Administrator
- The Coordinator will provide the name and title of each Agency Review team member to the Division of Personnel MoRE Program Administrator.
- Examines each suggestion received to verify the employee's employment status (if needed) and to ensure that the suggestion meets minimum program criteria.
- Notifies employees on the status of their suggestion (does not meet criteria, under review, etc.).
- The Coordinator will continuously monitor all suggestions that have been marked pending in the Tracking Screen. Suggestions should only remain in pending status for the quarter the suggestion was submitted; no suggestion should remain in pending status longer than 6 months.
- Forwards any suggestion that does not apply to the agency to the OA System Administrator for further action.
- Ensures that each suggestion (retained by their agency for review) is forwarded to an appropriate internal Agency Evaluator (subject matter expert) for feedback/review/implementation feasibility.
- Sends the suggestion and any supporting documentation (i.e., agency evaluations) to Agency Review Team members for implementation and award determination.
- Coordinates meeting times of the Agency Review Team (as needed by the agency) to ensure that suggestions are reviewed, implemented and awarded in a timely manner.
- Provides information on the status of all agency suggestions to the OA System Administrator on a quarterly basis (or as needed) for documentation/web posting.
- Assists in coordinating internal agency employee recognition events pertaining to MoRE.

- Notifies OA Accounting of any monetary award to be given to an employee. Required information will include what Labor Distribution Profile Account (Personnel Services Appropriation) money should be taken from, the employee's SSN; and what date (payroll check) the money is to be paid out.
- Documents/updates information regarding employee suggestions in the online MoRE Tracking System.
- Maintains (keeps) all relevant documentation used to evaluate and award employee suggestions.
- The Coordinator will send information of suggestion "winners" to the Statewide System Administrator for posting on the State's official MoRE website (as space and resources permit). However, individual agencies may also want to post information on their own Intranet or Internet. Each agency may also want to establish award ceremonies or similar opportunities for employees to receive Certificates of Recognition and thanks from agency executives.
- Sends suggestions that could benefit other agencies to the OA System Administrator for placement on the electronic suggestion bulletin board (Note: this occurs after the agency review process has been completed).
- Suggests ways to improve the MoRE Program.